

Department of Consumer Affairs**Position Duty Statement**

HR-041 (new 7/2015)

Classification Title Associate Governmental Program Analyst	Board/Bureau/Division Contractors State License Board (CSLB or Board)
Working Title Human Resources Liaison	Administration/ Personnel/Sacramento Administration - Personnel
Position Number 622-110-5393-809	Name and Effective Date

General Statement: Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA), at the full journey level, works with a high degree of independence to provide analysis and program direction in areas associated with the State's personnel management program regarding personnel issues, policy and procedure changes and policy implementation. The incumbent acts as a liaison between the Department of Consumer Affairs - Office of Human Resources (OHR) staff and CSLB management and staff on all personnel related issues. The incumbent is expected to consistently exercise a high degree of confidentiality, initiative, responsibility, and independence in performing multiple assignments with competing deadlines while maintaining a strong commitment to customer service. Duties include but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

- 40% (E)** Analyze and review classification specifications and allocation standards to determine if positions are properly classified. Determine and recommend appropriate classification allocations level based upon duty statements and/or desk audit reviews. Prepare justifications for position establishments and/or re-classifying. Provide technical direction and assistance to supervisors and managers in the development of new and revised duty statements to concur with the appropriate classifications and duties. **(20%)**.

Review all Requests for Personnel Action for consistency and compliance with organizational allocations and control agency restrictions. Prepare all personnel transmittal documents to OHR and programs, process all hiring and appointment documents and ensure appropriate completion. Review and evaluate past and current practices and recommend internal personnel policy changes to management for review and approval. **(20%)**.

- 20% (E)** Ensure job vacancies are filled timely and appropriately. Post job vacancies on Vacant Position website (VPOS). Perform preliminary eligibility determination on all applications. Prepare and package employment applications to hiring supervisors. Participate on interview panel for job selection and make hiring recommendation at the request of hiring supervisors. Perform CSLB certification list clearance duties by ordering contact letters, coding certification lists, processing list clearances, updating addresses, scores, flag clearances, location preferences, appropriate lists, transfer of list eligibility and performing reconciliation of error reports.

- 15% (E)** Evaluate disciplinary memoranda and requests from CSLB programs and recommend appropriate actions to OHR and management. Draft documents related to employee discipline for management review and approval. Coordinate requests for personnel action with OHR Classification & Pay analyst. Coordinate and ensure personnel actions are served properly and all legal requirements are met. Assist with scheduling and arrangement for employee fitness for duty examinations with the DCA Health and Safety analyst and CSLB management. Provide guidance and recommendation to managers

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and supervisors regarding employees working conditions through laws, regulations and contract interpretation. Ensure employee alternate range changes and merit salary adjustments are approved or denied timely and consistent with departmental policy.

15% (E) Draft formal correspondence and memo for manager's review and signature as directed. Complete weekly and monthly reports related to position control and filling of vacancies for management and budget office review. Complete Board meeting updates as assigned by management. Perform back-up assistance during co-workers' absence. Perform special projects as assigned.

5% (E) Advise staff on benefits, retirement, and time keeping questions and issues. Act as liaison between DCA transactions and staff to resolve problems related to benefits, retirement and leave balance accruals. Ensure State Administrative Manual guidelines are followed in the issuance of payroll warrants, log and distribute payroll warrants to designees.

5% (M) Research and recommend new training materials to management and maintain a training resource library. Develops informational material and responds to employee inquiries regarding training resources and strategies for career development. Recommends training courses and reviews individual development plans for consistency and appropriateness. Update new and transfer employee packages. Update desk procedures manual as required.

B. Supervision Received

The AGPA works under the direction of the SSM I, but may also receive direction from the SSM II. The AGPA has frequent contact with departmental employees and Board management for a variety of complex and sensitive personnel issues; daily contact with division management concerning personnel laws, rules, practices, and employee performance issues. Work is performed with authorized prescribed limits and/or an approved plan. The AGPA exercises independent judgment in selecting, interpreting and reconciling information. Job tasks are governed generally by broad directions, objectives and policies, usually involving frequently changing conditions and priorities. Assigned tasks make it necessary to determine what data and quality of data are required to make reliable decisions.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The AGPA has regular daily telephone, written and personal contact with DCA, OHR, and CSLB management, staff and others regarding all laws, rules, regulations and policies relating to personnel.

F. Actions and Consequences

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The work undertaken by this position has an impact on the image, and reputation and financial status of CSLB. Errors and/or lack of judgment, and failure to act in a professional, tactful and respectful manner may cause disruption of the CSLB's personnel operations, jeopardizing relationships established between the CSLB and other contacts (internal and external), and resulting in a loss of credibility for the CSLB. Implications of decisions, actions or advice may result in legal and/or financial liability, restrictions on operations, damage to credibility and poor relations with unions and employees.

G. Functional Requirements

The AGPA works 40 hours a week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. Travel to DCA headquarters and field offices throughout the State may be required on occasion.

H. Other Information:

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time, workload, and resources effectively. The incumbent must be able to present ideas and information effectively both verbally and in writing to a variety of audiences; gain and maintain the cooperation of CSLB management and employees, and OHR staff during the course of performing the assigned duties. This position requires confidentiality and discretion due to the confidential and sensitive nature of the duties.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: 3/2015
Approved: 9/2015 RH

Department of Consumer Affairs**Position Duty Statement**

HR-041 (new 7/2015)

Classification Title	Board/Bureau/Division
Staff Services Analyst	Contractors State License Board (CSLB or Board)
Working Title	Administration/ Personnel/Sacramento
Human Resources Liaison	Administration - Personnel
Position Number	Name and Effective Date
622-110-5157-XXX	

General Statement: Under the supervision of the Staff Services Manager I (SSM I) and lead direction from the Associate Governmental Program Analyst (AGPA), the Staff Services Analyst (SSA) provides analysis and program direction in areas associated with the State's personnel management program regarding personnel issues, policy and procedure changes and policy implementation. The incumbent acts as a liaison between the Department of Consumer Affairs - Office of Human Resources (OHR) staff and CSLB management and staff on personnel related issues. The incumbent is expected to consistently exercise a high degree of confidentiality, initiative, and responsibility in performing multiple assignments with competing deadlines while maintaining a strong commitment to customer service. Duties include but are not limited to:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

40% (E) Analyze and review classification specifications and allocation standards to determine if positions are properly classified. Determine and recommend appropriate classification allocations level based upon duty statements and/or desk audit reviews. Prepare justifications for position establishments and/or re-classifying. Prepare and update position duty statements as needed. Provide technical direction and assistance to supervisors and managers in the development of new and revised duty statements to concur with the appropriate classifications and duties. **(20%)**.

Review all Requests for Personnel Action for consistency and compliance with organizational allocations and control agency restrictions. Prepare all personnel transmittal documents to OHR and programs, process all hiring and appointment documents and ensure appropriate completion. Review and evaluate past and current practices and recommend internal personnel policy changes to management for review and approval. **(20%)**.

25% (E) Ensure job vacancies are filled timely and appropriately. Post job vacancies on Vacant Position website (VPOS). Perform preliminary eligibility determination on all applications. Prepare and package employment applications to hiring supervisors. Participate on interview panel for job selection and make hiring recommendation at the request of hiring supervisors. Perform CSLB certification list clearance duties by ordering contact letters, coding certification lists, processing list clearances, updating addresses, scores, flag clearances, location preferences, appropriate lists, transfer of list eligibility and performing reconciliation of error reports.

10% (E) Advise staff on benefits, retirement, and time keeping questions and issues. Act as liaison between DCA transactions and staff to resolve problems related to benefits, retirement and leave balance accruals. Ensure State Administrative Manual guidelines are followed in the issuance of payroll warrants, log and distribute payroll warrants to designees.

10% (E) At the discretion and under close guidance of the manager or lead analyst, evaluate disciplinary memoranda and requests from CSLB programs and recommend appropriate

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actions to OHR and management. Draft documents related to employee discipline for management review and approval. Coordinate requests for personnel action with OHR Classification & Pay analyst. Coordinate and ensure personnel actions are served properly and all legal requirements are met. Assist with scheduling and arrangement for employee fitness for duty examinations with the DCA Health and Safety analyst and CSLB management. Provide guidance and recommendation to managers and supervisors regarding employees working conditions through laws, regulations and contract interpretation. Ensure employee alternate range changes and merit salary adjustments are approved or denied timely and consistent with departmental policy.

10% (E) Complete weekly and monthly reports related to position control and filling of vacancies for review by management and budget office. Complete Board meeting updates as assigned by management. Perform back-up assistance during co-workers' absence. Perform special projects as assigned.

5% (M) Update new and transfer employee packages. Update desk procedures manual as required. Filing personnel related documents in accordance with retention schedule.

B. Supervision Received

The SSA works under the supervision of the SSM I, but also receives guidance from the lead analyst (AGPA). The SSA has frequent contact with departmental employees and Board management for a variety of complex and sensitive personnel issues; daily contact with division management concerning personnel laws, rules, practices, and employee performance issues. Work is performed with authorized prescribed limits and/or an approved plan. The SSA exercises sound judgment in selecting, interpreting and reconciling information. Job tasks are governed generally by broad directions, objectives and policies, usually involving frequently changing conditions and priorities. Assigned tasks make it necessary to determine what data and quality of data are required to make reliable decisions.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The SSA has regular daily telephone, written and personal contact with DCA, OHR, and CSLB management, staff and others regarding all laws, rules, regulations and policies relating to personnel.

F. Actions and Consequences

The work undertaken by this position has an impact on the image, and reputation and financial status of CSLB. Errors and/or lack of judgment, and failure to act in a professional, tactful and respectful manner may cause disruption of the CSLB's personnel operations, jeopardizing relationships established between the CSLB and other contacts (internal and external), and resulting in a loss of credibility for the CSLB. Implications of decisions, actions or advice may result in legal and/or financial liability,

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restrictions on operations, damage to credibility and poor relations with unions and employees.

G. Functional Requirements

The SSA works 40 hours a week in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. Travel to DCA headquarters and field offices throughout the State may be required on occasion.

H. Other Information:

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time, workload, and resources effectively. The incumbent must be able to present ideas and information effectively both verbally and in writing to a variety of audiences; gain and maintain the cooperation of CSLB management and employees, and OHR staff during the course of performing the assigned duties. This position requires confidentiality and discretion due to the confidential and sensitive nature of the duties.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

**Revised: 3/2015
Approved 9/2015**